

Conveners Approval Check List for ISO 10303

The Working Group Convener shall review and verify to be correct the items identified in the list below. The Working Group Convener shall place a check mark in the box of the items verified, sign and date the check list after verification has been completed. The Convener shall then send an Email message to the SC4 sign-off exploder. The part is now ready for release to the Production Support Team Leader of the Quality Committee. The Part, the completed check lists, the internal review documentation, and all other supporting documents for the part shall be sent the Project Support Team Leader. After all check lists have been received, signed and dated the Production Support Team Leader shall confirm the Workshop date with the Project Leader of the Part in question. The Project Support Team Leader shall randomly choose three pages from the part for review. If there are six errors identified in these three pages the workshop shall be canceled and the part be returned to the Convener for rework.

A completed Check List is defined as: each numbered item of each applicable check list has at least one box checked.

PROJECT TEAM REVIEW

1. ☐ The completed check list submitted by the Project Leader is dated and signed by the Project Leader.
2. ☐ The Project Leader's check list has at least one box checked for each numbered item.
3. ☐ The Project Team's review check list is completed, dated, and signed by the Project's representative to the Quality Committee.

COVER PAGE

4. ☐ Cover Page has the correct format, structure, and content.
5. ☐ N-number is present and correct. If the document has been updated, the Supersedes field contains the previous N-number.
6. ☐ Date is present and of the correct format. Date format is YYYY-MM-DD.
7. ☐ Part Number and Title have been verified with the SC4 secretariat as being the same as that registered by TC 184/SC4 for the Project Type.
8. ☐ Proper use of upper and lower case letters in the Title as specified by the Supplementary Directives (SD).

- 9. ☐ Correct ballot stage and ballot cycle are correctly indicated.
- 10. ☐ Abstract is clear and supports the Scope of the Part.
- 11. ☐ Keywords are appropriate for inquiries by potentially interested parties.
- 12. ☐ Project Leader and Part Editor are correctly specified as registered with TC 184/SC4; Names, Addresses, Telephone/FAX numbers, and E-mail addresses are present.
- 13. ☐ Comment to Reader box contains the correct required text for the Part.

CONTENTS, ANNEXES, FIGURES, and TABLES

- 14. ☐ Table of Contents (TOC) starts on Page ii.
- 15. ☐ TOC is complete and contains the information specified by the SD.
- 16. ☐ All Figures and Tables have a title and are presented in the correct format as specified by the SD.
- 17. ☐ The Index is present and starts on the page specified by the TOC.
- 18. ☐ The Scope for the Part begins on page 1 (right-hand side of document) and the format of the page is correct as specified by the SD including the different header than all other page headers for the Part.
- 19. ☐ All in-scope and out-of-scope aspects of the Part are identified.
- 20. The Scope as stated per the original New Work Item for the Part
 - ☐ has been increased. ***If checked a date shall be entered on next line:***
Date when New Work Item will be initiated ().
 - ☐ has been decreased. ***If checked a date shall be entered on next line:***
Date when New Work Item will be initiated ().
 - ☐ is unchanged.
- 21. SC4 secretariat has been notified of Scope change
 - ☐ Yes.
 - ☐ No.
 - ☐ Scope is unchanged.
- 22. ☐ Scope statement is complete, concise, unambiguous, and clearly conveys the Scope of the Part in terms that are understandable to an engineering user, application domain expert, and a software implementor with little or no STEP experience.
- 23. ☐ Scope for the Part agrees with the Scope registered with TC 184/SC4 for this project.

24. ☐ There are no user requirements or definitions in the scope statement.
25. ☐ There are **NO** font sizes smaller than 2.5mm in height or 8pt size in any of the diagrams figures or tables.

PART STAGE

26. This part is at
- ☐ Stage 6 (IS).
 - ☐ Stage 5 (FDIS).
 - ☐ Stage 4 (DIS).
 - ☐ Stage 3 (CD).
 - ☐ Stage 2 (CDC) Industry Review.

REQUIRED SUPPORT DOCUMENTATION

27. ☐ The Issue Log is up-to-date for the Stage of the Part in question.
28. The Issue Log has
- ☐ evidence that issue resolutions are active at Stage 3 (open issues are permitted).
 - ☐ no technical issues OPEN at Stage 4 and has resolutions recorded per the ISO format.
 - ☐ no OPEN issues at Stage 5 and has resolutions recorded per the ISO format.
29. ☐ The Validation Report is complete for the Stage of the Part in question.
- ☐ The part is not an Application Protocol.
30. ☐ There are Usage Scenarios for the part in Annex K.
- ☐ The part is not an Application Protocol.
31. ☐ The technical discussion in Annex L is concise and contains useful and clarifying information about the part.
- ☐ The part is not an Application Protocol.

COPYRIGHT

If the Part is at Stage 4 or beyond the following items shall be checked:

32. ☐ The copyright symbol and statement is on the bottom of page ii. It is correct and as specified by the SD.
33. ☐ The correct copyright is on page 1 and it is as specified by the SD.

34. ☐ Each page of the Document has the correct page header with the copyright symbol as specified by the SD.

ABSTRACT TEST SUITE

If the Part is an Application Protocol the following items shall be checked:

35. ☐ Test Purposes for the ARM are
☐ in work (for stage 3).
☐ complete (for stage 4).
36. ☐ There is a 300 series Part at Stage 3 when the Part in question is at Stage 4.
37. ☐ The ATS identifies the coverage level for the ARM.
38. ☐ The ATS identifies the coverage level for the AIM.

I have reviewed and verified the items marked on this document for Part _____

Signature _____

Date: _____